

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

12 JUN 26 09:44

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Labor and Industrial Relations

Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

As part of a DLIR IT upgrade, the Hawai'i Civil Rights Commission (HCRC) is replacing 29 desktop computers and its network server. The HCRC purchased its desktop computers and server in 2007, with migration to the current system completed in 2008. Several of the desktops have failed, and we are experiencing problems with the server. The DLIR/HCRC needs to procure the services of a contractor/consultant, Oahu Computers, to execute migration of data from the existing server to new server and to upgrade and migrate the HCRC database to the new server.

2. Vendor/Contractor/Service Provider Name:

Oahu Computers

3. Amount of Request:

\$25,000.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: upon execution

To: completion (< 12 mos.)

5. Prior SPO-001, Sole Source (SS) No.:

~~(INSERT FROM SPO records)~~ *12-0860*

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The HCRC database must be upgraded in order to maintain functionality and compatability on new server and desktops when the database is migrated to the new server. Once this upgrade is completed, the functionality of the database should be improved to the point that specialized and unique knowledge will no longer be required to main the database.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

The HCRC database is critical to HCRC operations. See Request to Acquire Services of a Contractor (Consultant) to Upgrade and Migrate Database to New Server. (Attached), approved by Chief Information Officer Sanjeev Bhagwalia.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Oahu Computers has been providing technical support and service on the HCRC's server and database dating back to May 2006, including migration of the HCRC database from the old server to the current server in 2007-2008. This work required reverse engineering and reprogramming due to the age of and lack of documentation on the HCRC legacy SQL/Access database. Oahu Computers is uniquely qualified to perform the services required, having performed the reverse engineering and reprogramming required for the migration of the HCRC database in 2007. Their special/proprietary knowledge will allow them to upgrade and migrate the HCRC database to provide full access capability and compatibility.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

N/A.

9. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Norman Ahu	DLIR	586-8888	Norman.Ahu/DLIR/StateHiUS

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.



Department Head Signature

JUN 15 2012

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 6/26/2012

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This request is disapproved as it lacks justification as a sole source. There are other companies that may be able to provide the required services. The department has not established that the service required has a unique feature, characteristic, or capability essential to the department to accomplish its work and is available from one supplier or source. In addition, the vendor is not compliant with HRS section 103D-310(c) and HAR section 3-122-112 (ie. must be compliant on Hawaii Compliance express (HCE)).

Department is reminded that Procurement Delegation No. 2010-01, Amendment 1 states “. . . procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned. Department may submit form SPO-007, *Notice of Request for Exemption from HRS Chapter 103D*, with justification why it is not practicable or not advantageous for the department to procure by competitive means.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required

 6/27/2012
Chief Procurement Officer Signature Date

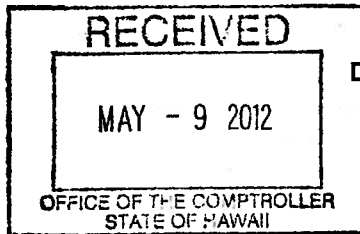
NEIL ABERCROMBIE
GOVERNOR



DWIGHT Y. TAKAMINE
DIRECTOR

AUDREY HIDANO
DEPUTY DIRECTOR

Acc Ref 12.058



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
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Phone: (808) 586-8842 / Fax: (808) 586-9099
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May 7, 2012

TO: Sanjeev Bhagowalia, Chief Information Officer
Office of Information Management and Technology

THROUGH: Dean H. Seki, Comptroller
Department of Accounting and General Services
[Signature]

FROM: Dwight Takamine, Director
Department of Labor and Industrial Relations

SUBJECT: Request to Acquire the Services of a Contractor (Consultant) to Upgrade
and Migrate Database to New Server

Pursuant to Administrative Directive No. 11-12 dated September 29, 2011 and Executive Memorandum No. 11-07 dated June 16, 2011, the Department of Labor and Industrial Relations (DLIR) respectfully requests your approval to acquire the services of a contractor (consultant), Oahu Computers, to execute migration of data from the existing server to new server and to upgrade and migrate of the Hawaii Civil Rights Commission (HCRC) database to the new server.

As part of a DLIR IT upgrade, the HCRC is replacing 29 desktop computers and its network server. The HCRC last purchased desktop computers and server in 2007, and migration to the current system was completed in January 2008. However, since then several of the desktop computers have failed, and there have been problems with the server. Also, MS will no longer support and issue security updates for Windows XP after April 2014.

Oahu Computers has been providing technical support and service on the HCRC's server and database dating back to May 2006, including migration of the HCRC database from the old server to the current server in 2007-2008. This work required reverse engineering and reprogramming due to the age of and lack of documentation on the HCRC legacy SQL/Access database.

Oahu Computers is uniquely qualified to perform the services required, having performed the reverse engineering and reprogramming required for implementation of the HCRC database from the old server to the current server in 2007. They have special/proprietary knowledge that will allow them to upgrade and migrate the HCRC database to provide full access compatibility, and capability on the database for the new desktops on the network. With this upgrade, the

SS12-0860

Sanjeev Bhagowalia

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functionality of the HCRC database should be improved to the point that it will no longer require specialized and unique knowledge to maintain the database. The HCRC database is critical to HCRC operations.


The cost of the contract will be approximately \$25,000 and will be paid for entirely by general funds. We plan on implementing the upgrade and migration by December 31, 2012, or earlier if possible.

Upon your approval, DLIR will follow the State's procurement policies to acquire the services of a contractor (consultant), with Oahu Computers as a sole source. Your consideration of our request is much appreciated. Should you have questions regarding this request, please call me at 586-8844 or have your staff call William Hoshijo, HCRC Executive Director, at 586-8644.

☒ APPROVED

☐ DISAPPROVED

☐ DEFER


DEAN H. SEKI
Comptroller

5/23/12
Date

☒ APPROVED

☐ DISAPPROVED

☐ DEFER

for 
SANJEEV BHAGOWALIA
Chief Information Officer

5/18/2012
Date

Date

c: Norman Ahu, Administrative Services Office